

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer

Administrative Assistant Medicaid Fraud Control Unit

Responsibility:

Supports Supervisory Deputy Attorney General and various investigators within the Medicaid Fraud Control Unit including, but not limited to, data entry and information dissemination, filing, computer functions, and related tasks. This position is non-supervisory and reports to the Supervisory Deputy Attorney General of the North Team in Merrillville, Indiana.

Duties and Functions:

- Support Supervisory Deputy Attorney General with administrative tasks as designated which include generating reports, travel and miscellaneous reimbursement expense paperwork and handling incoming calls as needed.
- Support various investigators within MFCU with preparation of complaints, data entry, statistics compilation, records queries, and other clerical tasks as directed.
- Assist Supervisory Deputy Attorney General and investigators in preparing cases for court.
- Prepare documentation required for investigations to obtain bank records, medical records, patient files, business records, and other records to be used as evidence in judicial proceedings; order documentation from fiscal intermediaries.
- Research documentation for patterns of billing and illegal activity and develop schedules of provider billing activities.

All eligible candidates for this position will make a two-year commitment to the Office of the Attorney General.

Required Knowledge:

- Business English, spelling and grammar (written and verbal)
- Microsoft software (Word, Excel, Outlook, Access)
- Office practices and procedures
- Court procedures and state and federal laws

Required Job Skills and Abilities:

- High school diploma or equivalent, some college preferred
- Ability to work independently or as a team player within the Medicaid Fraud Control Unit, North Team
- Ability to organize, set priorities and stay on task
- Ability to write detailed, accurate and legible reports and produce original correspondence requiring proper sentence structure, grammar and punctuation
- Ability to review and analyze documents from written and verbal materials with attention to detail
- Ability to operate all levels of office equipment, including FAX machine, copy machine, camera, telephone, and various computer systems requiring visual and muscular dexterity and hand/eye coordination for extended periods of time
- Ability to accurately compile and calculate numeric information